

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

TUESDAY, May 3, 2016

7:30 P.M.

Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER-** Vice-Chairperson Koebert called the meeting to order at 7:30 p.m.

2. **ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson (arrived at 7:51 p.m.), Jim Tuller Jan Warren and Camille Weatherholt

ABSENT: Chairperson John Serratelli

STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

3. **ANNOUNCEMENTS-** Mr. Soyring announced that the Planning Commission will not hold a study session on May 17, 2016. Instead, Planning Commissioners will be encouraged to attend the 8th Street Charrette meetings at the Park Place Dome on May 16 from 7-9 p.m., May 18 from 7-9 p.m. and May 20 from 4-7 p.m. The meetings will be posted as possible public meetings as there may be a quorum of Planning Commissioners present. For more information about the 8th Street Charrette, please visit the project page at www.envision8th.org

Mr. Soyring further announced that the four scenarios presented as part of the West Boardman Lake District were distributed on Planning Commissioners desks and are on display outside the Commission Chambers for the public to review.

4. **APPROVAL OF MINUTES**

- A. April 5, 2016 Regular Meeting minutes and April 20, 2016 Special Meeting minutes (Approval recommended)

Motion by Commissioner Howe, second by Commissioner Dow, to approve the April 5, 2016 Regular Meeting minutes and April 20, 2016 Special Meeting minutes.

Motion carried 7-0 (Commissioner Richardson and Chairperson Serratelli absent).

5. OLD BUSINESS- None.

6. NEW BUSINESS

A. Northwestern Michigan College Master Site and Facilities Plan (Presentation and Discussion)

Mr. Soyring explained that certain unique areas in our community are considered campus areas and are required to complete a Master Site Facilities Plan. A Master Site and Facilities Plan is required for current uses on all contiguous property owned by Northwestern Michigan College (NMC) and all anticipated uses within a minimum of the next five years. The procedure for reviewing the Master Site and Facilities Plan is in the Zoning Code Section 1366.08.

The presentation tonight is an introduction and presentation by NMC. At the next regular meeting, staff will complete a formal review and will provide a detailed staff report regarding Master Site and Facilities Plan.

John Dancer, Cornerstone Architects, presented on behalf of Northwestern Michigan College.

Commission discussion included comments related to pedestrian circulation on College Drive, and parking on Milliken Drive and East Front, and pedestrian connectivity through the property located on Milliken/East Front Street.

The following individuals addressed the Commission.

- Bill Twietmeyer, 300 East Bay Blvd, made general comments

No action was taken. The topic will be on the June 7, 2016 meeting for possible action.

B. Accessory Dwelling Unit (ADU) ordinance (Review and Discussion)

Mr. Soyring explained the memo dated April 19, 2016 regarding a summary of accessory dwelling units permitted in 2015 and 2016. He explained that there is currently a "waiting list" of approximately 7 tentatively reserved 2017 ADU permits. Mr. Soyring recommends no changes to the ordinance at this time due to the ordinance still being in its infancy.

Commissioner Richardson arrived at 7:51 p.m.

Commission discussion included that even though 20 permits have been issued only about 6 have achieved a certificate of occupancy. In addition, Mr. Soyring indicated that the City does not track if the units are actually rented. Anecdotally, Mr. Soyring mentioned that some of the permitted ADU's do not intend to rent the units out. In addition, possibly offering a different process for ADU's for family members was discussed. Discussion included not having enough data to evaluate the ordinance. Additionally, discussion regarding the idea of removing the limit of 10 per year as well of lessening some of the conditions related to ADU's. Discussion also included that there are concerns from the public regarding allowing increased density in single-family districts and the possible associated nuisances like parking and congestion.

The following individuals addressed the Commission.

- Todd Brown, 1763 Indian Woods Drive, made general comments
- Rick Buckhalter, 932 Kelley Street, made general comments

No action was taken. In April 2017, the Planning Commission will review the Accessory Dwelling Unit ordinance after it has been in place for 2 years.

7. CORRESPONDENCE

- A. Community Development Update from Jean Derenzy dated April 15, 2016
- B. Climate Health Training handout

8. REPORTS

- A. City Commission – Commissioner Howe reported.
- B. Board of Zoning Appeals – Commissioner Koebert reported
- C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported.
- D. Arts Commission- Commissioner Warren reported.
- E. Planning Commission
 - 1. Master Plan Review Committee—Commissioner Dow reported.
 - 2. Parking Regulation Committee- Mr. Soyring reported.
- F. Planning Department—No report.
 - 1. Public Engagement Plan Committee- No report.
 - 2. Community Development/Economic Development- Mr. Soyring reported.
 - 3. Capital Improvement Program- Mrs. Luick reported.

9. PUBLIC COMMENT

- Todd Brown, 1763 Indian Woods Drive, made comments regarding NMC's Master Site and Facilities plan

10. ADJOURNMENT

Vice-Chairperson Koebert adjourned the meeting at 8:47 p.m.

Date: June 7, 2016

Respectfully submitted,

Janet Fleshman ps
Janet Fleshman, Secretary